

OTE 85-7562

13 JAN 1986

MEMORANDUM FOR: Chief, Career Management Staff, DO

STAT FROM:

Director of Training and Education

SUBJECT: Replacement for

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STAT 1. [ ] has been assigned to the Career Trainee Division (CTD) since its inception in May 1984 as advisor and program officer to DO-bound Career Trainees (CTs). In addition to these duties, she has served as Chief, Management Branch since late 1984. [ ]

STAT STAT [ ] The purpose of this memorandum is to request your early identification of a replacement for [ ]

STAT 2. The Career Training Program is far larger and more complicated than it has been in the past with almost a third more CTs trained last year than in the year before. Directorate estimates predict that their needs for CTs will keep increasing through FY 1988 for a yearly total [ ] In addition, the training program itself has become more diverse, requiring CTs to move from one activity to another seven or eight times during the course of their program. It is up to directorate referents such as [ ] to design and manage the programs of the CTs from their directorates and to guide each CT through the various stages of the program. [ ]

STAT 3. [ ]

STAT STAT [ ] A successful advisor should have good interpersonal skills and enjoy working with people at all levels, but especially with young people new to the Agency. This is a critical ingredient since new employees often form lasting impressions of the Agency from their first experiences in the CT program. The advisor should have a good knowledge of the Agency as a whole and an indepth knowledge of the DO. The person should be confident, possess good judgment and be

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**SUBJECT: Replacement** [REDACTED]

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politically and personally sensitive. An ability to handle details is essential. A draft vacancy notice is attached which states the requirements of the job in more detail. [REDACTED]

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4. [REDACTED] has done a superior job of filling both program officer and branch chief roles during the past year. However, she recommends that we not continue this arrangement in the future. Given the current size of the program and the growth rate anticipated for the future, there is a clear need for separate individuals in each job. Since the DO continues to be the major client for CTs, we would like to offer you the opportunity of filling this branch chief position in addition to the program officer position described above. The responsibilities of this position encompass the Career Training Program as it relates to all four directorates and involves overseeing the activities of four program advisors, a personnel assistant and two clerical employees. [REDACTED]

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5. We realize that November 1986 seems far in the future; in this case, however, an early assignment of a program advisor would allow [REDACTED] to focus her attention on her branch chief duties while turning over program advisor responsibilities to her replacement in an orderly fashion. A branch chief could be selected later. We believe that in the long run this would benefit the DO, OTE and the CT Program as well. Please let me know your thinking on this matter; I believe an early decision in this case is important. We would like the assignment of the DO referent no later than February 1986. [REDACTED]

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Attachment [REDACTED]

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CTD/OTE/[REDACTED] ew (12DEC85)

**CAREER TRAINEE DIVISION, OTE**

**MANAGEMENT BRANCH**

**PROGRAM ADVISOR GS-14**

**JOB DESCRIPTION**

Design and manage the Career Training Program for those Career Trainees bound for the Operations Directorate.

Act as advisor to Career Trainees, primarily those destined for the Operations Directorate, from EOD to completion of the Career Training Program. This involves following their progress not only while they are in formal training classes, but also during periods of interim assignment to offices throughout the Agency.

Assist with planning and conducting the Career Trainee Development Course (CTDC) and lecture on selected DO topics in the CTDC and in other CT training courses.

Arrange interim assignments with the DO for all CTs, and coordinate any interim assignments outside this directorate for DO CTs.

**QUALIFICATIONS REQUIRED**

- Good knowledge of the Agency as a whole and in-depth knowledge of the DO.
- Good interpersonal skills.
- Interest in and ability to work closely with incoming professional employees.
- 10 - 15 years of Agency experience with three - four field tours as an operations officer.
- Good organizational skills.
- Excellent briefing skills.

**QUALIFICATIONS DESIRED**

- Prior teaching experience.
- Prior counseling experience.

OTE Contact:

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